

TB
G

ANNETTE M. FONTANA
CLERK OF COURT
17TH JUDICIAL DISTRICT COURT
PARISH OF LAFOURCHE

MAILING ADDRESS
P.O. BOX 818
THIBODAUX, LA 70302

PHYSICAL ADDRESS
303 WEST 3RD STREET
THIBODAUX, LA 70301



March 16, 2021

Louisiana Board of Ethics Administration Program
P.O. Box 4368
Baton Rouge, LA 70321

RE: Disqualification Plan

Dear Board of Ethics,

I am writing to file the attached disqualification plan for approval by the Board in accordance with La. R.S. 42:1112C, La. R.S. 42:1134 A (1) and Chapter 14 of the Rules of the Louisiana Board of Ethics. This plan concerns Angela H. Clement, an employee of the Lafourche Parish Clerk of Court Office and her potential promotion to Chief Deputy Clerk within our organization. The plan was reviewed with all applicable supervisors and related employees who understand their responsibilities and have signed the same.

Please consider this plan and if the same is acceptable, please let me know; likewise, if there are issues to be address or adjustments that you require, please let me know and we will do so accordingly.

Thank you in advance for your time and consideration of our plan.

Sincerely,

Annette M. Fontana
Lafourche Parish Clerk of Court

THIBODAUX: PHONE (985)447-4841
FAX (985)447-5800

THIBODAUX: PHONE (985)447-4841
FAX (985)447-5800

GALLIANO: PHONE (985)632-8111
LOCKPORT: PHONE (985)532-7361

LAFOURCHE PARISH CLERK OF COURT
DISQUALIFICATION PLAN FOR
ANGELA H. CLEMENT

I. Purpose

This disqualification plan is being implemented and executed in accordance with Louisiana Revised Statutes § 42:1112C, § 42:1134 A(1) and Chapter 14 of the Rules of the Louisiana Board of Ethics in order for the Lafourche Parish Clerk of Court, its office, its employees and any and all parties executing this document continue to be in compliance with all Louisiana laws and Rules of the Louisiana Board of Ethics.

II. Parties

Agency Head:

Lafourche Parish Clerk of Court

Hon. Annette M. Fontana

Public Employee:

Chief Deputy Clerk of Court

Angela H. Clement

Departments Heads:

Jada Breaux - Civil Department Supervisor

Kiley Kliebert - Criminal Department Supervisor

Tara Ledet - Elections and Jury Supervisor

Related Public Employees:

Alexis Clement - Minute Clerk

Alissa Clement - Accounting Office Clerk

III. Facts pertinent for the requirement of the disqualification plan

Angela H. Clement has been employed with the Lafourche Parish Clerk of Court's Office since October 2, 1995. She began her career at the Clerk's Office working in the Mortgage and Conveyance Department. In 1999, she began working in the Accounting Office where she has worked up until the present time. In 2016, Ms. Clement was assigned the additional responsibility of supervising the Mortgage and Conveyance Department in addition to her role in the Accounting Office. She has been designated as Certified Deputy Clerk by the Louisiana Clerk's Association as a result of her education, training and years of work experience. At the present time, it is the intention of Annette M. Fontana, Lafourche Parish Clerk of Court to promote Angela H. Clement to the position of Chief Deputy Clerk. This promotion has not yet taken affect and is contingent on the Louisiana Board of Ethic's approval of this disqualification plan.

Alexis Clement and Alissa Clement are both the biological daughters of Angela H. Clement. On May 1, 2017, Alexis Clement and Alissa Clement were hired and employed by the Lafourche Parish Clerk of Court's Office as part-time college students working in the Criminal and Civil Departments filing records and processing documents. In this capacity, they were first under the supervision of Gail Albert, the Administrative Assistant to the Clerk of Court, and thereafter the supervision of Kiley Kliebert, who supervises all part-time employees as well as the criminal department. Alexis and Alissa Clement will both graduate from Nicholls State University in May of 2021 with degrees in Business Administration. Alissa Clement will graduate with an Accounting Degree and intends to work toward her Master of Business Administration Degree.

Alissa Clement is currently working in the accounting office. The Accounting Office and the employees therein are directly supervised by the Clerk of Court. This direct line of supervision has been in effect since the term of the prior Clerk of Court, Vernon Rodrigue, who served for twenty-four years and retired in 2016. The Accounting Office and the employees therein are not under the supervision and authority of the Chief Deputy Clerk. They are directly supervised and will continue to be supervised by the Clerk of Court.

Alexis Clement is working as a minute clerk in Court. Employees assigned as a minute clerk are assigned to a particular Judge and under the additional supervision of that Judge when performing their Court duties. Prior to the current administration, the minute clerks have historically been under the direct supervision of a supervisor and then the Chief Deputy Clerk as well as the individual judges for the courtroom that they work in. Since assuming office as the Clerk of Court in 2016, Annette M. Fontana has not hired a Chief Deputy Clerk. As such, she has taken on the role of directly supervising the minute clerks as they are in their assigned Courtroom with their assigned Judge who communicates directly with Clerk regarding these employees. Upon being promoted to the Chief Deputy Clerk position, Angela H. Clement will potentially assume some responsibility in the supervision the Minute Clerks.

In this position and role, Angela H. Clement may be called upon to participate in a transaction in violation of Louisiana Revised Statute § 42:1112C. As such, the following plan of disqualification shall be implemented.

IV. Disqualification Plan

- A. While employed as a Minute Clerk with the Lafourche Parish Clerk of Court, Alexis Clement will continue to report directly to the Clerk of Court who will continue to communicate with her assigned Judge. In the absence of the Clerk of Court, Alexis Clement shall report to either to Criminal Department Supervisor or the Civil Department Supervisor.
- B. While employed in the Accounting Office, Alissa Clement shall continue to report directly to the Clerk of Court. In the absence of the Clerk of Court, Alissa Clement shall report to the Elections and Jury Supervisor.

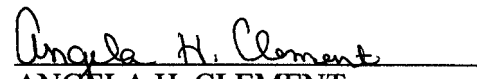
- C. Neither Alexis Clement nor Alissa Clement shall report directly to Angela H. Clement, the Chief Deputy Clerk. Supervision by either employee by Angela H. Clement is strictly prohibited under this plan. All discipline and work evaluations shall be performed directly by the Clerk of Court.
- D. Angela H. Clement, as the Chief Deputy Clerk shall not participate in any transaction involving the governmental entity in which, to her knowledge, any member of her immediate family has a substantial economic interest in violation of La. R.S. §42:1112B(1).
- E. Angela H. Clement shall disqualify herself from participating in a transaction involving the governmental entity when a violation of Section 1112 would result in accordance with La. R.S. §42:1112(C).
- F. This disqualification plan shall in no way hinder or prohibit the continued employment nor shall it be construed to hinder, alter, or in any way affect the normal promotional advancements of Alexis Clement and or Alissa Clement within the Lafourche Parish Clerk of Court's Office all in compliance with La. R.S. §42:1119(C)(2).

Signed and Executed on this 16th day of March, 2021.

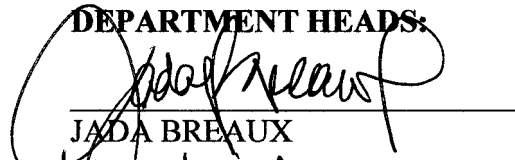

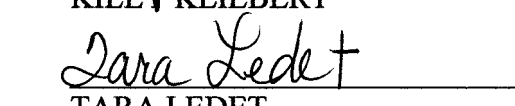
LAFOURCHE CLERK OF COURT:


ANNETTE M. FONTANA


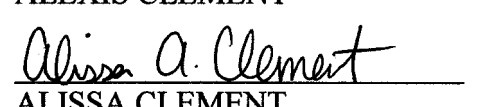
PUBLIC EMPLOYEE:


ANGELA H. CLEMENT

DEPARTMENT HEADS:

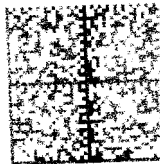

JADA BREAU

KILEY KLIEBERT

TARA LEDET

RELATED EMPLOYEES:


ALEXIS CLEMENT

ALISSA CLEMENT

PRESS FIRMLY TO SEAL

PRIORITY MAIL
FLAT RATE
ENVELOPE



02 78
6001290115 MAR 18 2021
MAILED FROM ZIP CODE 70001

US POSTAGE

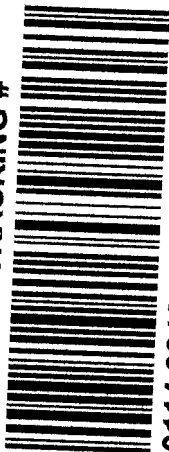
\$ 007.95⁰

FROM:

ANNETTE M. FONTANA
LAFOURCHE PARISH CLERK OF COURT
POST OFFICE BOX 818
THIBODAUX, LA 70302-0818



USPS TRACKING #



9114 9012 3080 3586 5330 30

Label 400 Jan. 2013
7690-16-000-7948

TO:

To schedule free
Package Pickup,
scan the QR code.



USPS.COM/PICKUP

LOUISIANA BOARD OF ETHICS
ADMINISTRATION PROGRAM
P.O. BOX 4368
BATON ROUGE, LA 70821